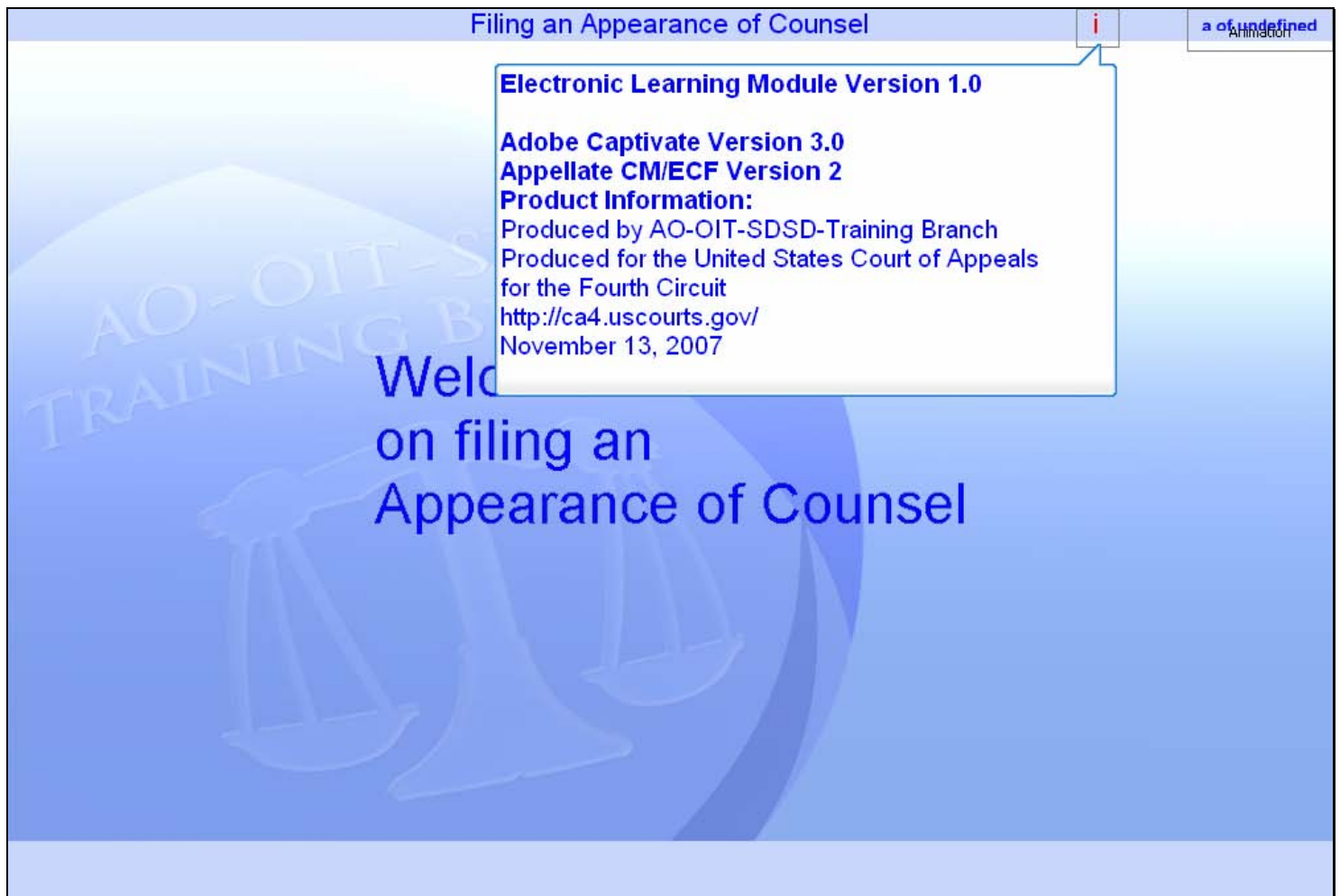


## Slide 1 - Welcome

The slide features a blue background with a faint watermark of a scale of justice and the text "AO-OIT-SDSD TRAINING BRANCH". A large blue text overlay reads "Welcome on filing an Appearance of Counsel". A white information box in the upper right corner contains the following text:

**Filing an Appearance of Counsel**

**Electronic Learning Module Version 1.0**

**Adobe Captivate Version 3.0**

**Appellate CM/ECF Version 2**

**Product Information:**  
Produced by AO-OIT-SDSD-Training Branch  
Produced for the United States Court of Appeals  
for the Fourth Circuit  
<http://ca4.uscourts.gov/>  
November 13, 2007

**AO-OIT-SDSD TRAINING BRANCH**

**Welcome on filing an Appearance of Counsel**

## Slide notes

Welcome to the lesson on filing an Appearance of Counsel.

## Slide 2 - Navigation Instructions

### Navigation Instructions

In order to closely simulate the CM/ECF application, each screen in this lesson will contain instructions for you to follow that mimic the actual software. Follow those instructions to progress through the lesson.

You may also use the playback controls at the bottom of each screen. You may move forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is also a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

For version information about this lesson module, roll your mouse over the "i" in the heading.

To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.

Click here.

START

## Slide notes

These are the instructions on navigating through this lesson module. When you're ready to start the lesson, click the Start button.

## Slide 3 - Objectives

The slide has a blue background with a faint watermark of a scale of justice and the text 'ACORD 3000 TRAINING'. The title 'Objectives' is in bold blue text. Below it, a paragraph states: 'When you complete this lesson module, you will be able to:'. This is followed by a bulleted list of ten tasks. A 'Click Box' with coordinates '(282 x 451)' and '(X:0; Y:0)' is positioned to the left of the list. Below the list, the text 'Click the Continue button.' is shown, with a red speech bubble pointing to a blue 'CONTINUE' button.

**Objectives**

When you complete this lesson module, you will be able to:

- ◆ Login to CM/ECF.
- ◆ Use the CM/ECF main menu to select Docketing.
- ◆ Enter a target case number.
- ◆ Select an event category and an event.
- ◆ Submit a PDF document.
- ◆ Complete a docket entry.
- ◆ Save a copy of the Notice of Docket Activity.
- ◆ Run a docket report.
- ◆ Logout of CM/ECF.

Click the **Continue** button.

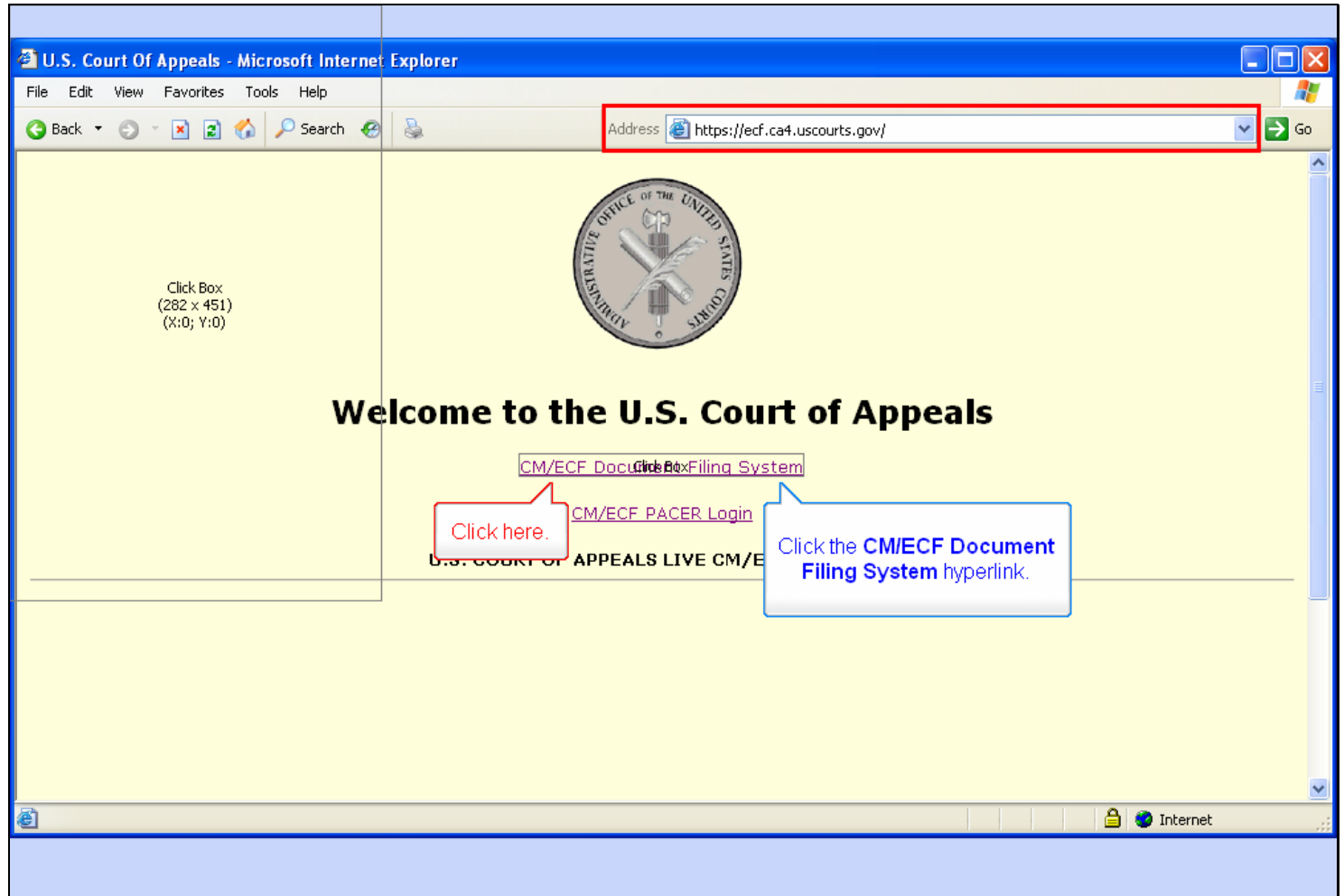
Click here.

CONTINUE

## Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete it. Click the Continue button.

## Slide 4 - Slide 4



## Slide notes

We'll begin by logging into the CM/ECF application. We'll use Internet Explorer to navigate to the court's CM/ECF web site. On this page, click the hyperlink for the CM/ECF Document Filing System.

## Slide 5 - Login Screen

**Login - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Search Go

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login>

## Appellate CM/ECF Login

### Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Client Code is optional. It is recommended that you have automatic login to PACER set up. For information, click [here](#).

### Authentication

Login:

Password:

Client Code:

Login Clear

*CM/ECF has been tested successfully using Firefox 2.0, and Internet Explorer 6 and 7 as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Java Plug-In version 1.6.*

Done Internet

## Slide notes

The Appellate CM/ECF Login page loads. On this screen you need to enter the login and password that were assigned to you for electronic filing purposes. This is different than the normal PACER login and password used for retrieving information from the PACER Service Center.

Both the login and the password are case sensitive. This means you must enter them in upper or lower case exactly as they were assigned to you.

The Client Code is optional. It's used to help you keep track of PACER fees by client.

We'll begin by entering your login. For this lesson module, we will assume you are John H. Attorney, and you are going to file an appearance of counsel form for Carolyn Henderson, the appellant in one of your cases. In the Login field, type "jattorney", then press the TAB key.

## Slide 6 - Slide 6

**Login - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Search Go

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login>

## Appellate CM/ECF Login

### Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Client Code is optional. It is only used if you already have automatic login to PACER set up. For information, click [here](#).

**Authentication**

Login:

Password:

Client Code:

*CM/ECF has been tested successfully using Firefox 2.0, and Internet Explorer 6 and 7 as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Java Plug-In version 1.6.*

Done Internet

## Slide notes

In the Password field, type "Test2004" (with a capital T), then press the TAB key.



## Slide 7 - Slide 7

**Login - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Search Home

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login> Go

## Appellate CM/ECF Login

### Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Client Code is optional. It is only used if you already have automatic login to PACER set up. For information, click [here](#).

#### Authentication

Login:  Password:  Client Code:

Enter **Henderson**, then click the **Login** button.

Incorrect, please try again

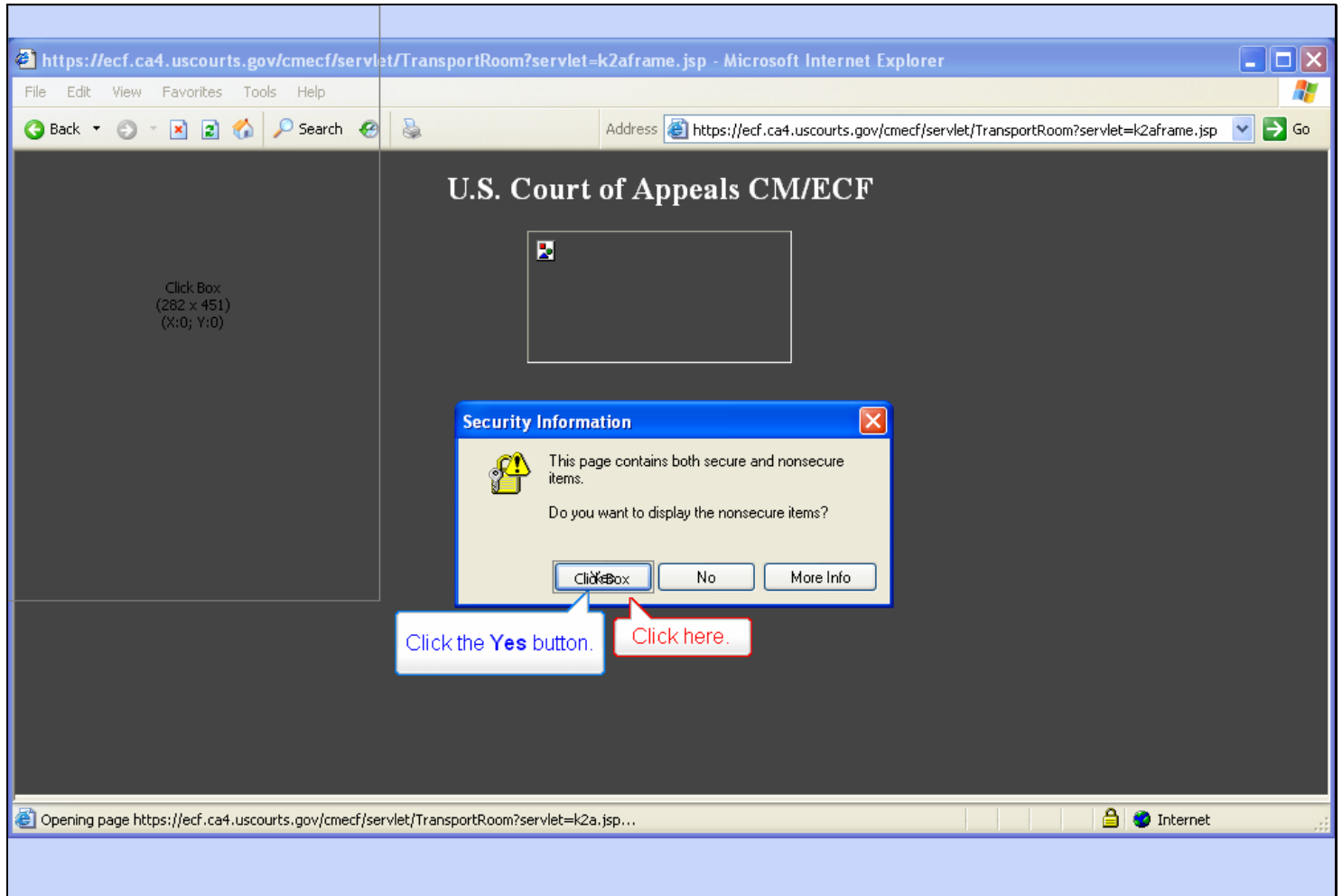
*CM/ECF has been tested successfully using Firefox 2.0, and Internet Explorer 6 and 7 as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Java Plug-In version 1.6.*

Done Internet

## Slide notes

For the Client Code, type "Henderson", then click the Login button.

## Slide 8 - Slide 8



## Slide notes

Since you're connecting to a secure web site, the browser shows you a security information dialog box. Click the Yes button to continue.



## Slide 9 - Slide 9



## Slide notes

(Note: This is a transition slide.)

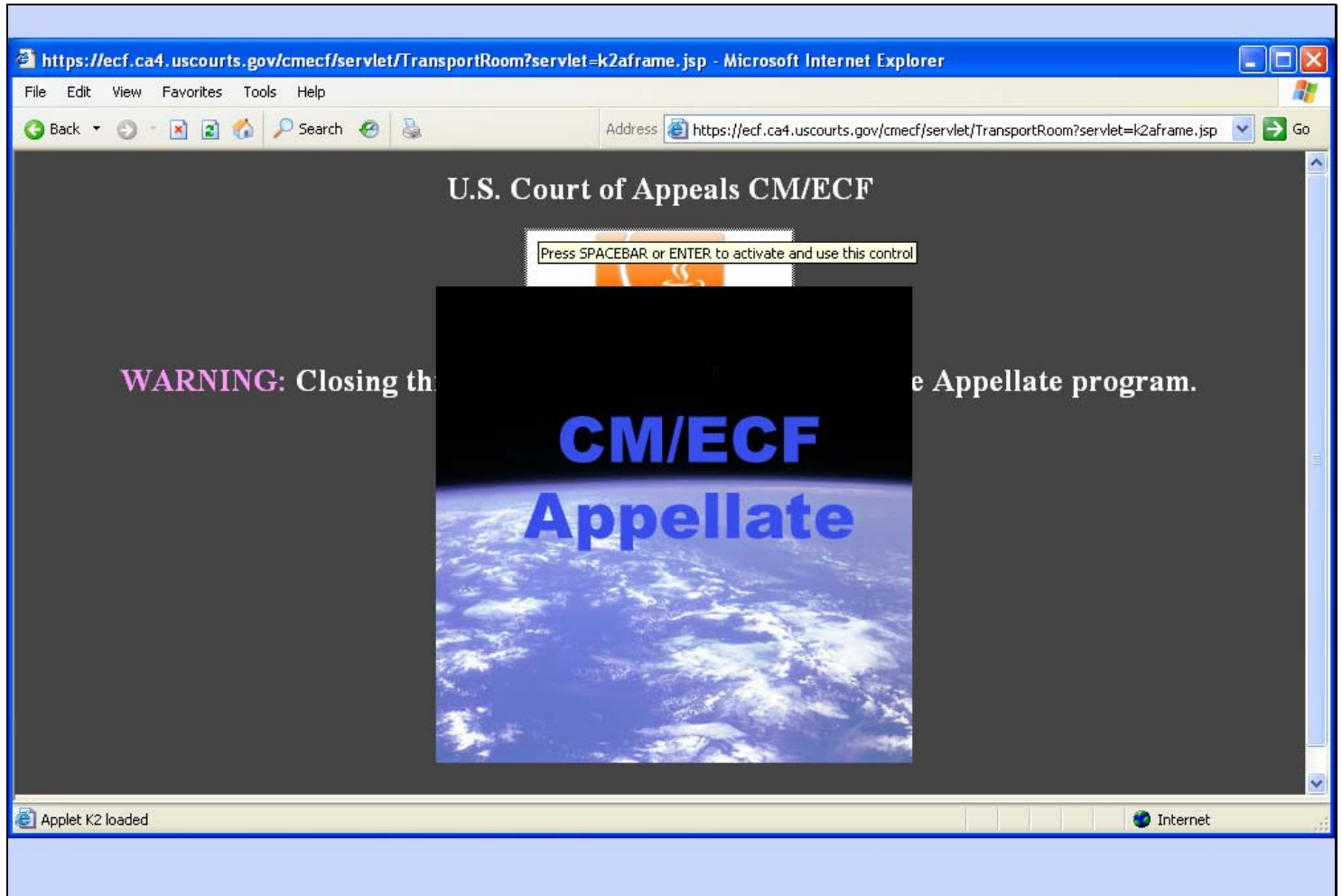
## Slide 10 - Slide 10



## Slide notes

(Note: This is a transition slide.)

## Slide 11 - Slide 11



## Slide notes

(Note: This is a transition slide.)

## Slide 12 - Startup Page



## Slide notes

When the login process is completed, CM/ECF shows you the Startup Page. There's a menu at the top of the page. This is the main CM/ECF menu.

To begin filing your appearance form, click the Docketing menu item.

## Slide 13 - Slide 13

**Startup Page**

**Docketing** Reports Utilities Logout Help

**Docketing**

Click Docketing again.

Click Box  
(282 x 451)  
(X:0; Y:0)

**U.S. Court of Appeals CM/ECF**  
**Official Attorney Electronic Document Filing System**

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC152 and 3571.*

**Welcome**

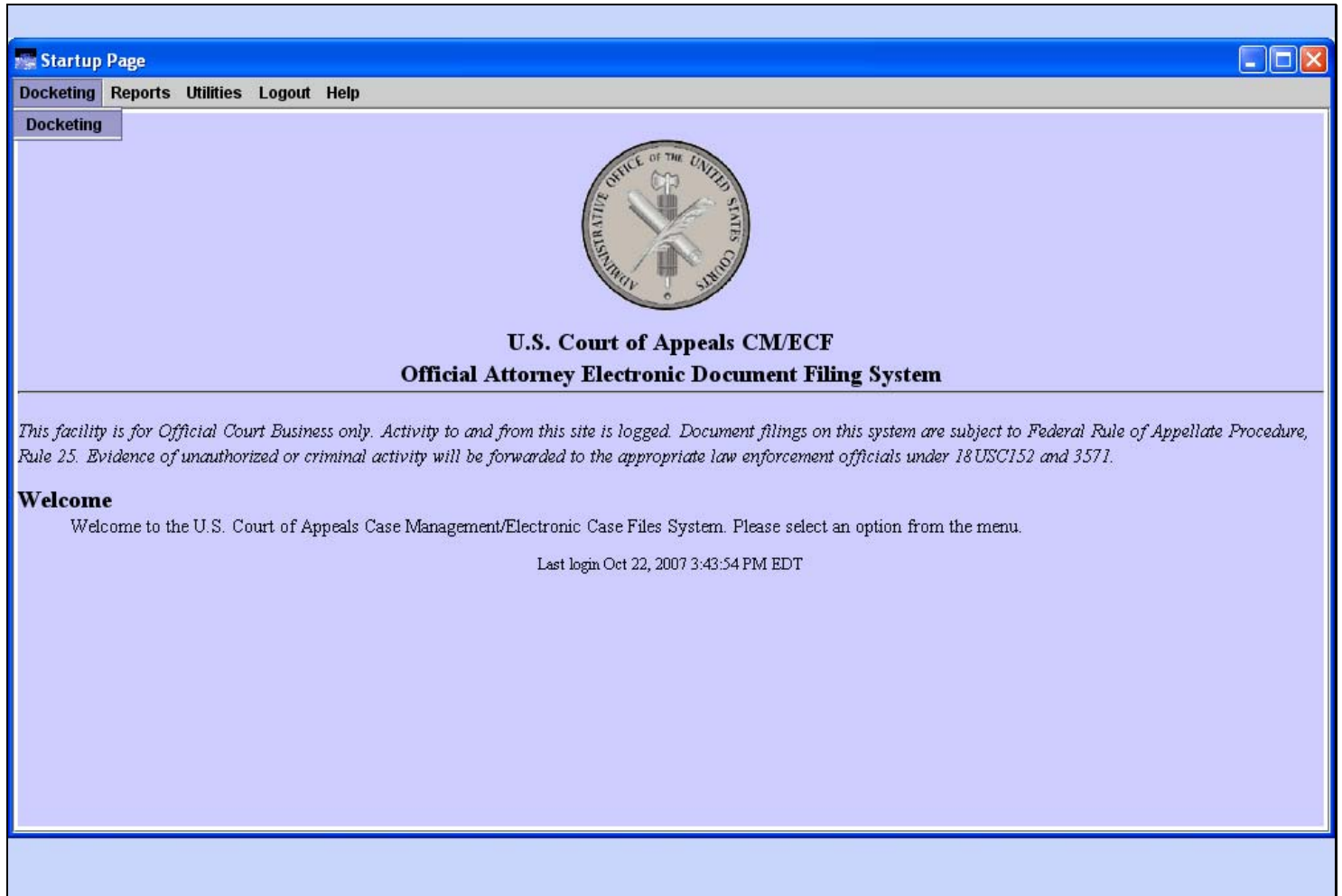
Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu.

Last login Oct 22, 2007 3:43:54 PM EDT

## Slide notes

Now click Docketing again.

## Slide 14 - Slide 14



## Slide notes

(Note: This is a transition slide.)



## Slide 15 - Event Selection

**Docketing Please Select**

**Event Selection**

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/23/2007

First select an event:

- ☒ Forms, Notices & Filings
  - ☐ Motions, Responses & Replies
  - ☐ Briefing Documents
  - ☐ Argument Notices & Acknowledgments
  - ☐ Judgments
  - ☐ Rehearing Petitions & Answers
  - ☐ Bills of Cost & Objections
  - ☐ Other, Sealed & Paper Filings
- ☐ Please Select
  - ☐ Appearance of counsel filed (Local Rule 46(c))
  - ☐ Appearance of qualified law student filed [Local Rule 46(a)]
  - ☐ Appendix designations served
  - ☐ Certificate of compliance with type-volume limitations filed
  - ☐ Certificate of confidentiality filed
  - ☐ Certificate of service filed
  - ☐ Certificate of service of Anders brief filed
  - ☐ Change of address notice filed

Next select an event:

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

## Slide notes

The Docketing window opens and displays the Event Selection screen segment.

Before you begin filing anything, you must first enter the target case number. The case number is made up of a two-digit year, followed by a dash, and then a number. For our practice case, enter case number 07-1404, then press the TAB key.

## Slide 16 - Slide 16

**Docketing Please Select**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

## Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/23/2007

Click Box (282 x 451) (X:0; Y:0)

First select category of event

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Click the radio button for Appearance of counsel filed (Local Rule 46(c))

- ☒ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Certifications served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Click here.

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

## Slide notes

CM/ECF retrieves the case title for the case number you entered and displays it at the top of the screen. You should first verify that this is the correct case before you continue.

You'll notice the system uses the current date as the Filed Date.

Also note that CM/ECF instructions to you on the screens are in blue text. If you're ever unsure about what to do, be sure to read the instructional text on the screen.

You must now tell CM/ECF what you are adding to the docket of this case by selecting an event category in the left pane, then an event in the right pane. You do this by clicking a radio button for the category, then a radio button for the event within that category. As you click the button for an event category in the left pane, the events list in the right pane will change to reflect the events in that selected category.

You can get a list of the categories and events within each category from the court's web site.

For our appearance of counsel form, the correct category is Forms, Notices & Filing Fees. That category is already selected by default, and the events in the right pane are all the events in that category. Notice the list of events has a scroll bar, and it may be necessary to scroll down to locate the specific event you need.

In this case, the first event in the list is Appearance of counsel filed (Local Rule 46(c)). Click the radio button for that event to select it.

## Slide 17 - Slide 17

**Docketing Appearance of counsel filed (Local Rule 46(c))**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

## Event Selection

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/23/2007

Click Box (282 x 451) (X:0; Y:0)

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☒ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Click the down arrow to scroll down.

## Slide notes

Now that you have the correct category in the left pane and the correct event in the right pane both selected, click the down arrow in the scroll bar to scroll down.

## Slide 18 - Slide 18

**Docketing Appearance of counsel filed (Local Rule 46(c))**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Click Box (282 x 451) (X:0; Y:0)

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☒ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection:

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Total: 0 Selected

Click here.

Click the Docket Event button.

Docket Event

## Slide notes

If you were filing a document in consolidated cases, the Applied Case Selection box would have those related cases listed along with your target case. As the blue instructional text indicates, you would select the appropriate related cases here before you continue. Since our practice case has no related cases, our filing only affects our target case.

Click the Docket Event button.

## Slide 19 - Slide 19

**Docketing Appearance of counsel filed (Local Rule 46(c))**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☒ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection:

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Total: 0 Selected: 0

All Reset

Docket Event

## Slide notes

(Note: This is a transition slide.)



## Slide 20 - Slide 20

**Docketing Appearance of counsel filed (Local Rule 46(c))**

Docketing Reports Utilities Logout Help

**Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson**

**Party Filer**

Select the filer(s) below. In consolidated cases, use the All Cases button to apply selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

**Additional Information**

Name of Attorney:

**PDF Document**

Document:  Browse...

Add Another

Continue Back Cancel

## Slide notes

A new window opens with the screens for docketing the Appearance of Counsel form.

First, you must select the filer of this document. Click the check box for Carolyn Henderson.

## Slide 21 - Slide 21

**Docketing Appearance of counsel filed (Local Rule 46(c))**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Click Box (282 x 451) (X:0; Y:0)

Enter **John H. Attorney** as the name of the attorney. Then click the **Browse** button.

Display All Parties All Cases Select All Clear All

**Additional Information**

Name of Attorney:

**PDF Document**

Document:  Browse...

Add Another

Try the name again, then click **Browse**.

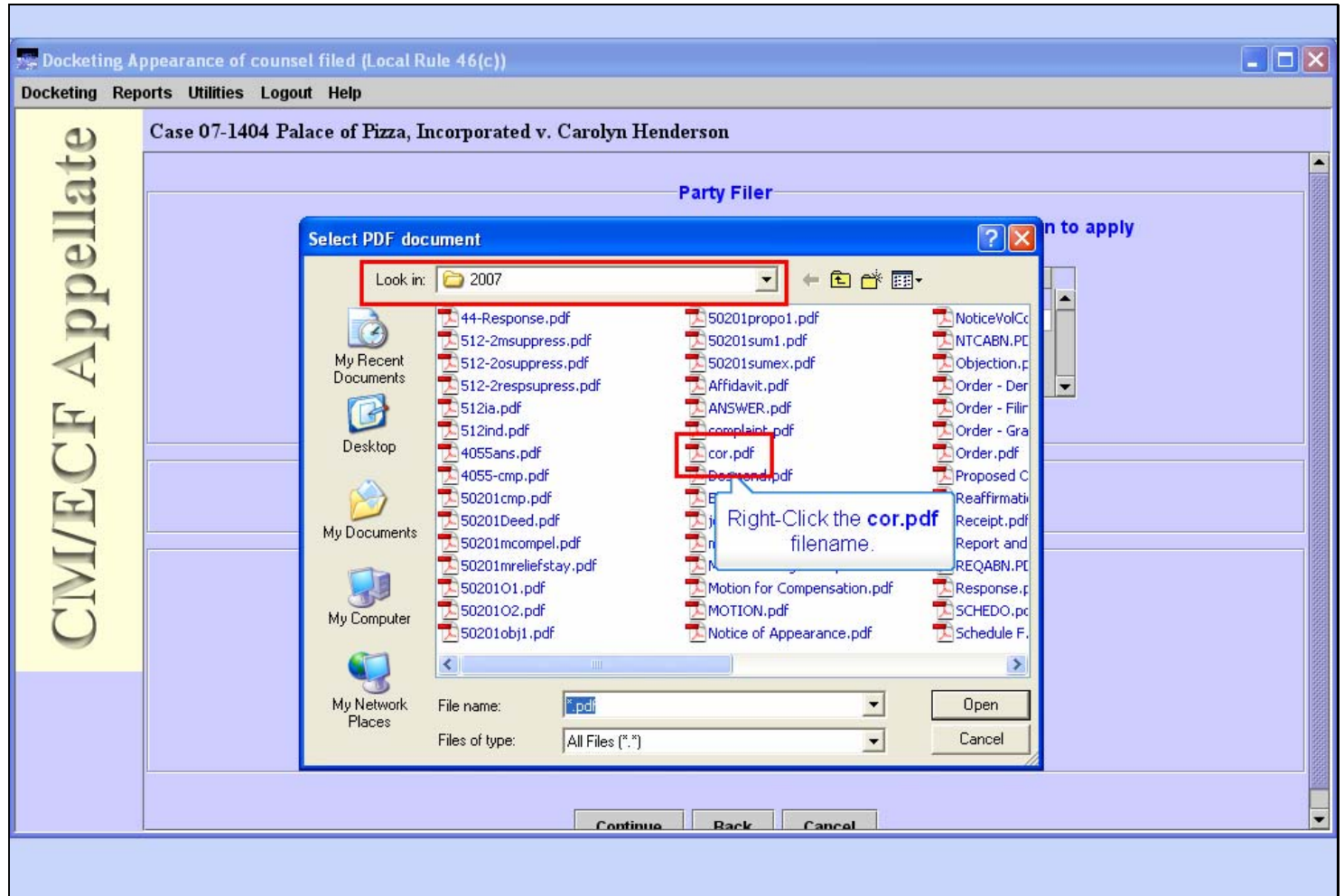
Continue Back Cancel

## Slide notes

Now, enter John H. Attorney in the Name of Attorney Field.

After the name is entered, the next step is to locate the Appearance of Counsel form that you are going to file electronically. This form must be in Portable Document Format, or PDF. To locate the form, click the Browse ... button to browse through the folders on your computer to locate the form.

## Slide 22 - Select PDF



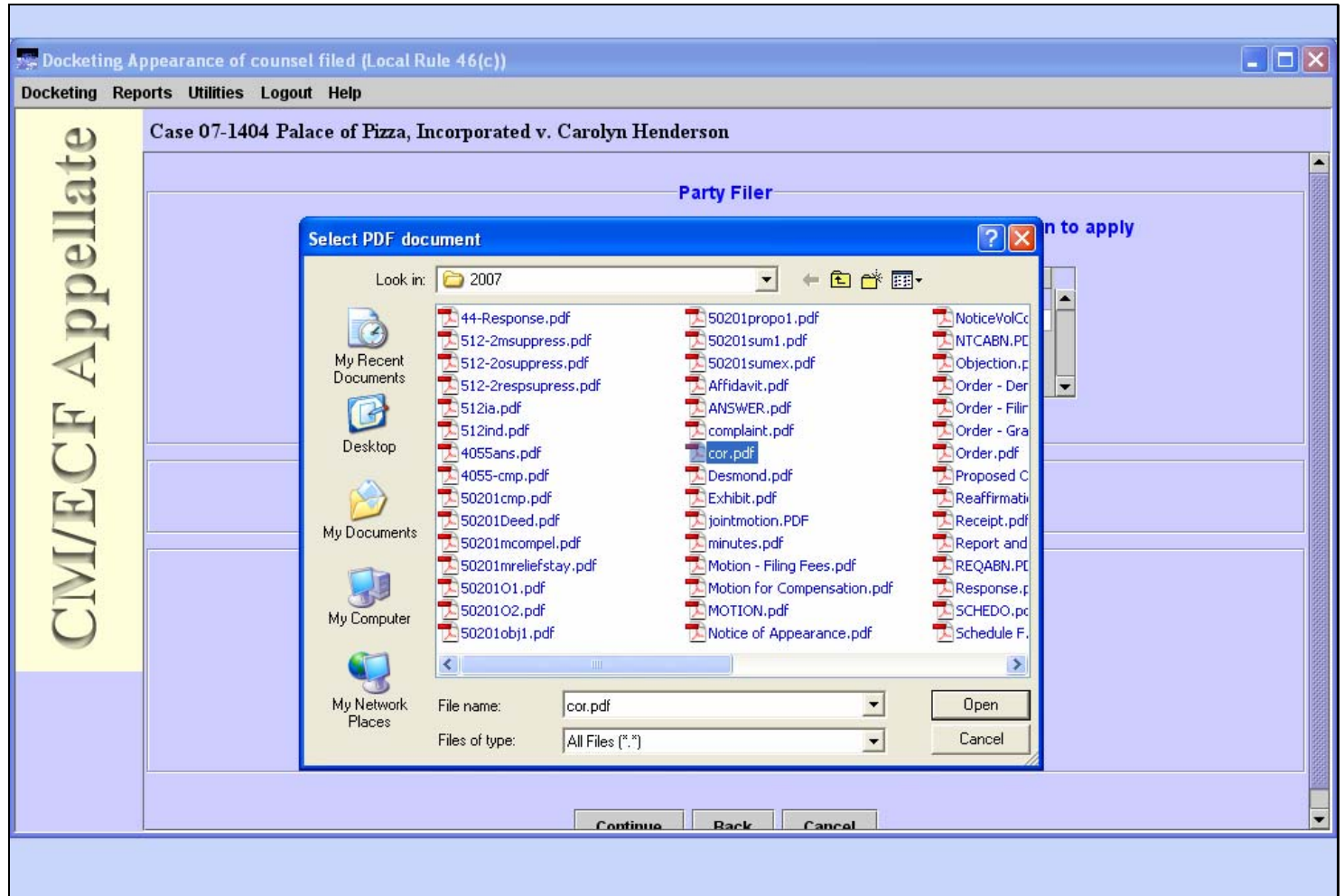
## Slide notes

A Select PDF document dialog box opens. For more information about how to browse the folders on your computer, see the lesson module on Windows Navigation.

This dialog box indicates we are looking in a folder named 2007 at PDF files. The one we want to file is named cor.pdf. But we should make sure it's the correct file. A good practice is to take a quick look at the contents of the file before we submit it to the court. The way to do that is to right-click the filename, then from the drop down menu select Open with Acrobat.

Watch your screen as I do that for you.

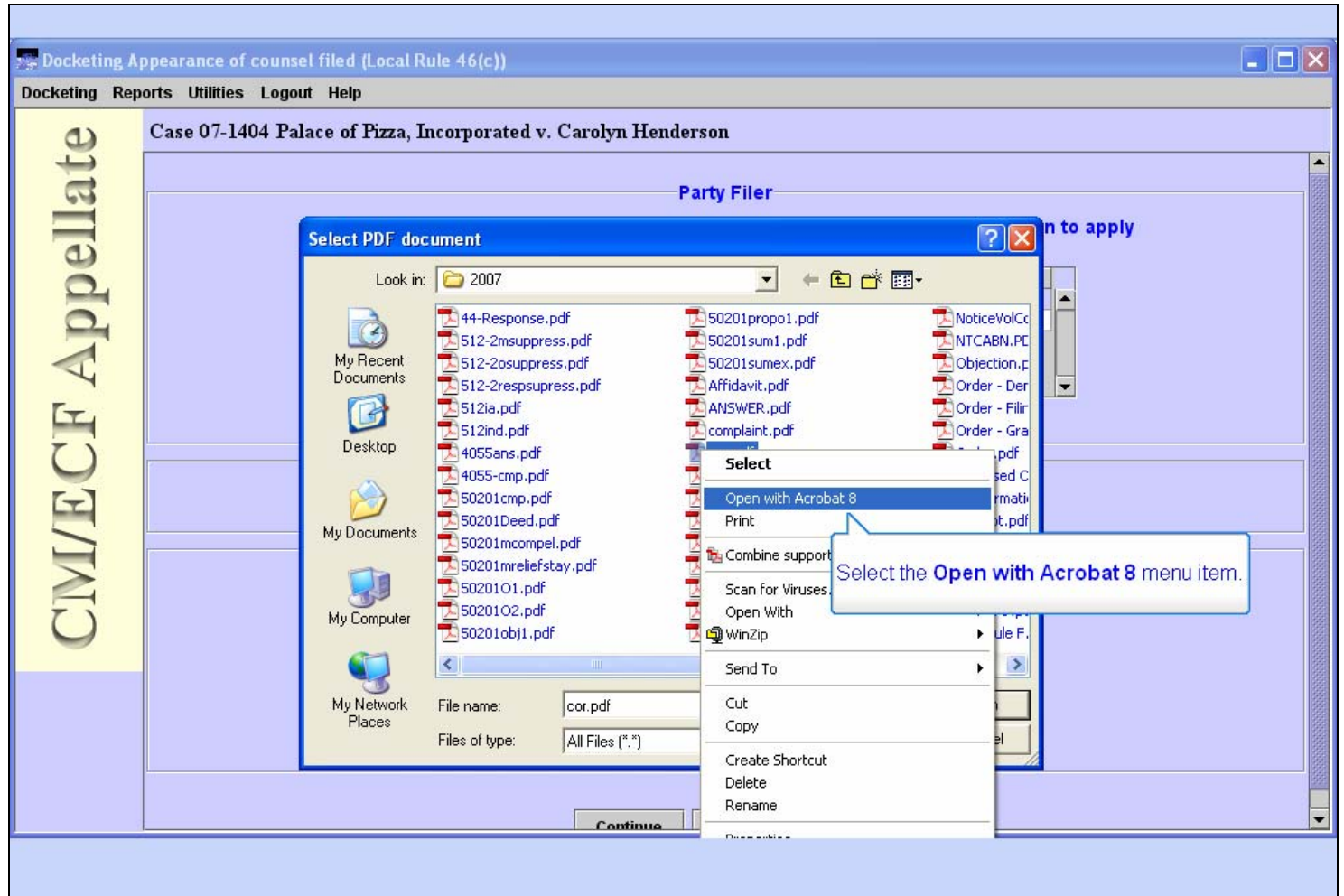
## Slide 23 - Slide 23



## Slide notes

Right Click the file name.

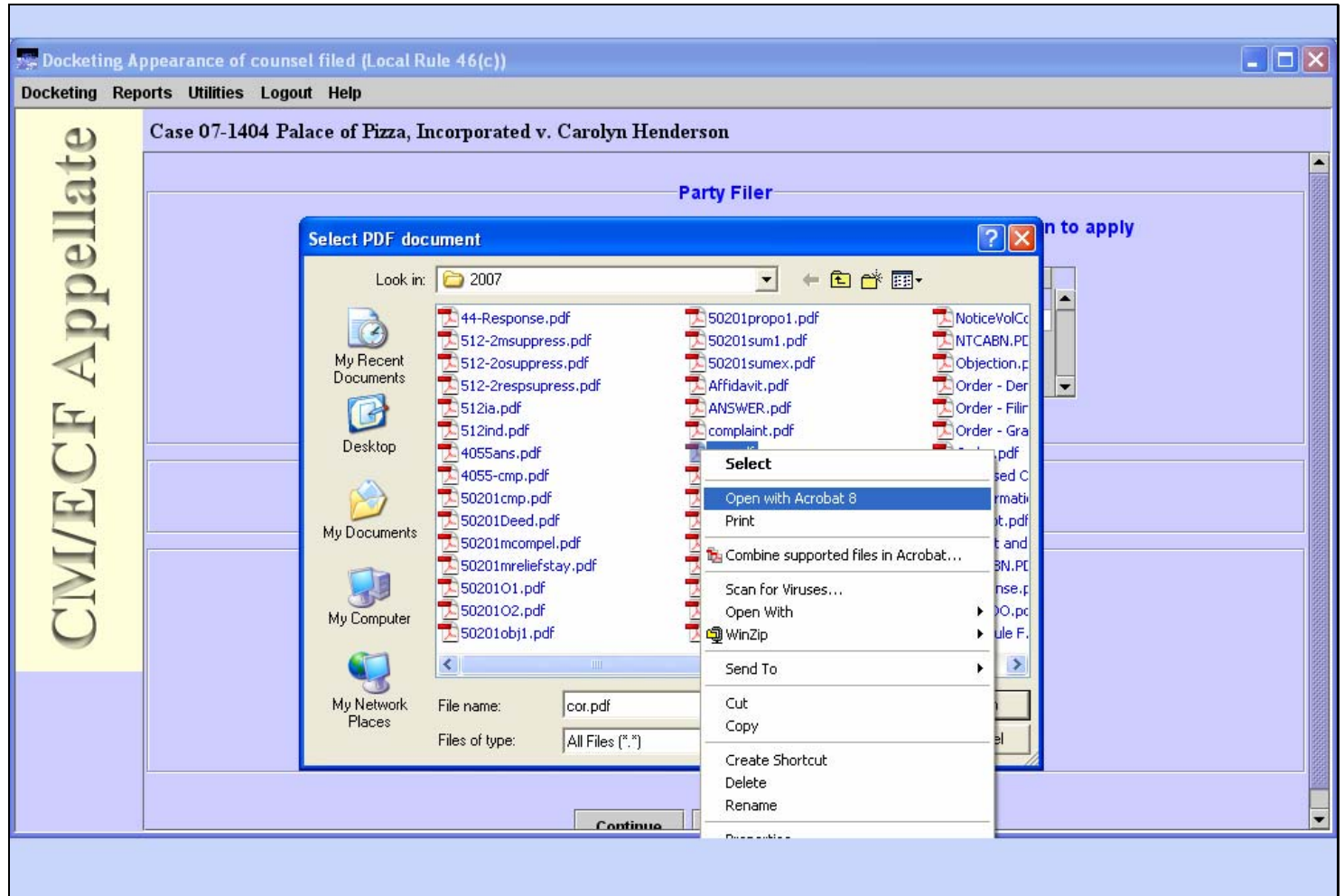
## Slide 24 - Slide 24



## Slide notes

Then select Open with Acrobat 8.

## Slide 25 - Slide 25

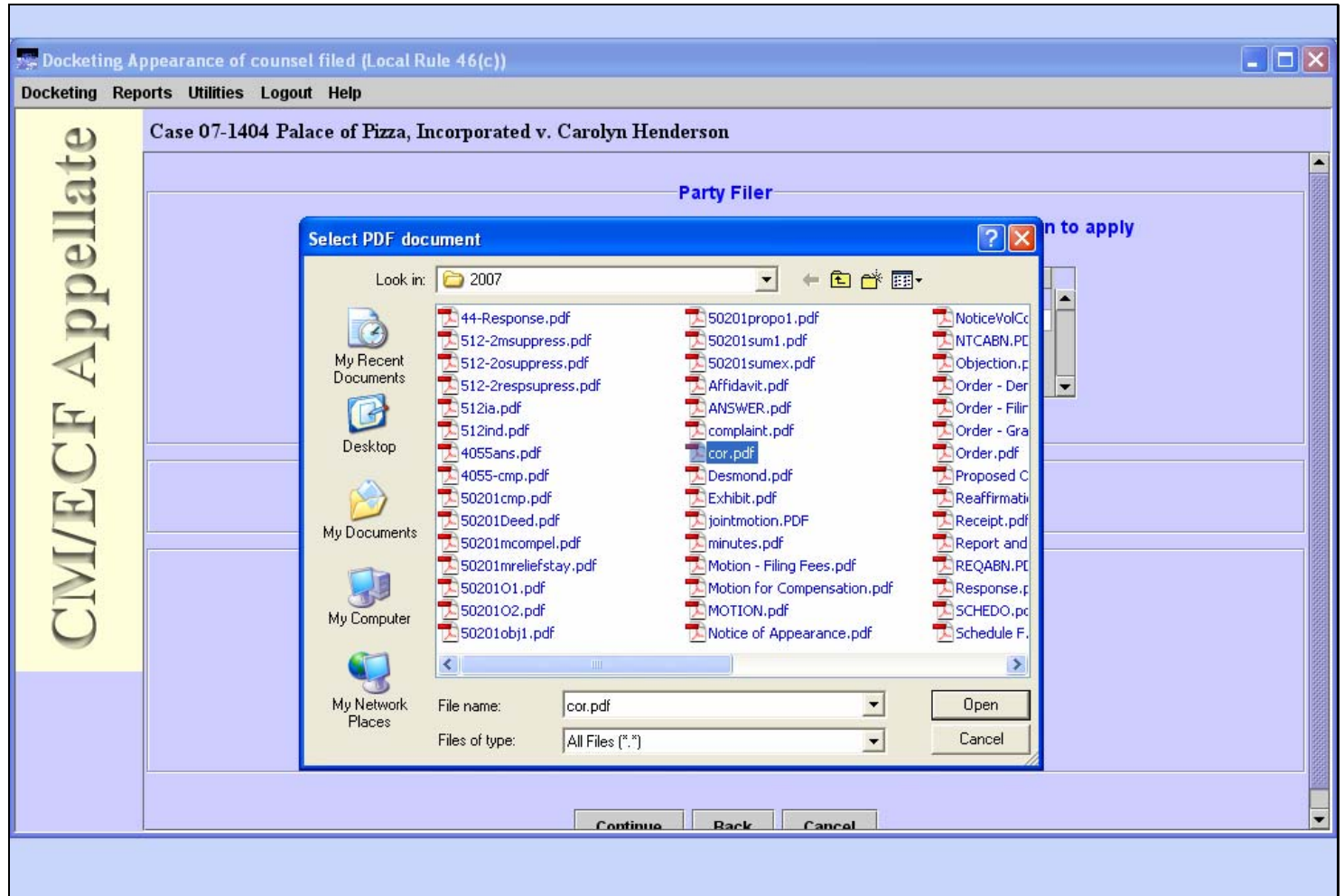


## Slide notes

(Note: This is a transition slide.)



## Slide 26 - Slide 26



## Slide notes

(Note: This is a transition slide.)

## Slide 27 - Slide 27

cor.pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

Create PDF Combine Files Export Start Meeting Secure Sign Forms Review & Comment

1 / 1 99.4% Find

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients. Highlight Fields

Click Box  
(282 x 451)  
(X:0; Y:0)

Reset Form

UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT

APPEARANCE OF COUNSEL FORM

No. 07-1404

THE CLERK WILL ENTER MY APPEARANCE AS COUNSEL ON BEHALF OF:

Carolyn Henderson \_\_\_\_\_ as the  
(party name)

☒ appellant(s) ☐ appellee(s) ☐ petitioner(s) ☐ respondent(s) ☐ amicus curiae ☐ intervenor(s)

\_\_\_\_\_  
(signature)

*If you have not been admitted to practice before the Fourth Circuit, you must complete and return an application for admission with this form. If you were admitted to practice under a different name than you are using now, you must include your former name when completing this form so that we can locate*

Click the down arrow to scroll

Click here.

## Slide notes

Adobe Acrobat opens the file and displays its contents to you. Click the down arrow in the scroll bar to scroll down some.

## Slide 28 - Slide 28

cor.pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

Create PDF Combine Files Export Start Meeting Secure Sign Forms Review & Comment

1 / 1 99.4% Find

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients. Highlight Fields

*you are using now, you must include your former name when completing this form so that we can locate you on the attorney roll.*

Click Box (282 x 45) (X:0; Y:0)

John H. Attorney	804-555-6461
Name (printed or typed)	Voice Phone
Office of the Attorney	804-555-6301
Firm Name (if applicable)	Fax Number
1010 West Main Street	
Richford, VA 23222-0000	JHAttorney@LawFirm.com
Address	E-mail address (print or type)

☐ I am not participating in this case. Appellate counsel is:

(Name) (Phone)

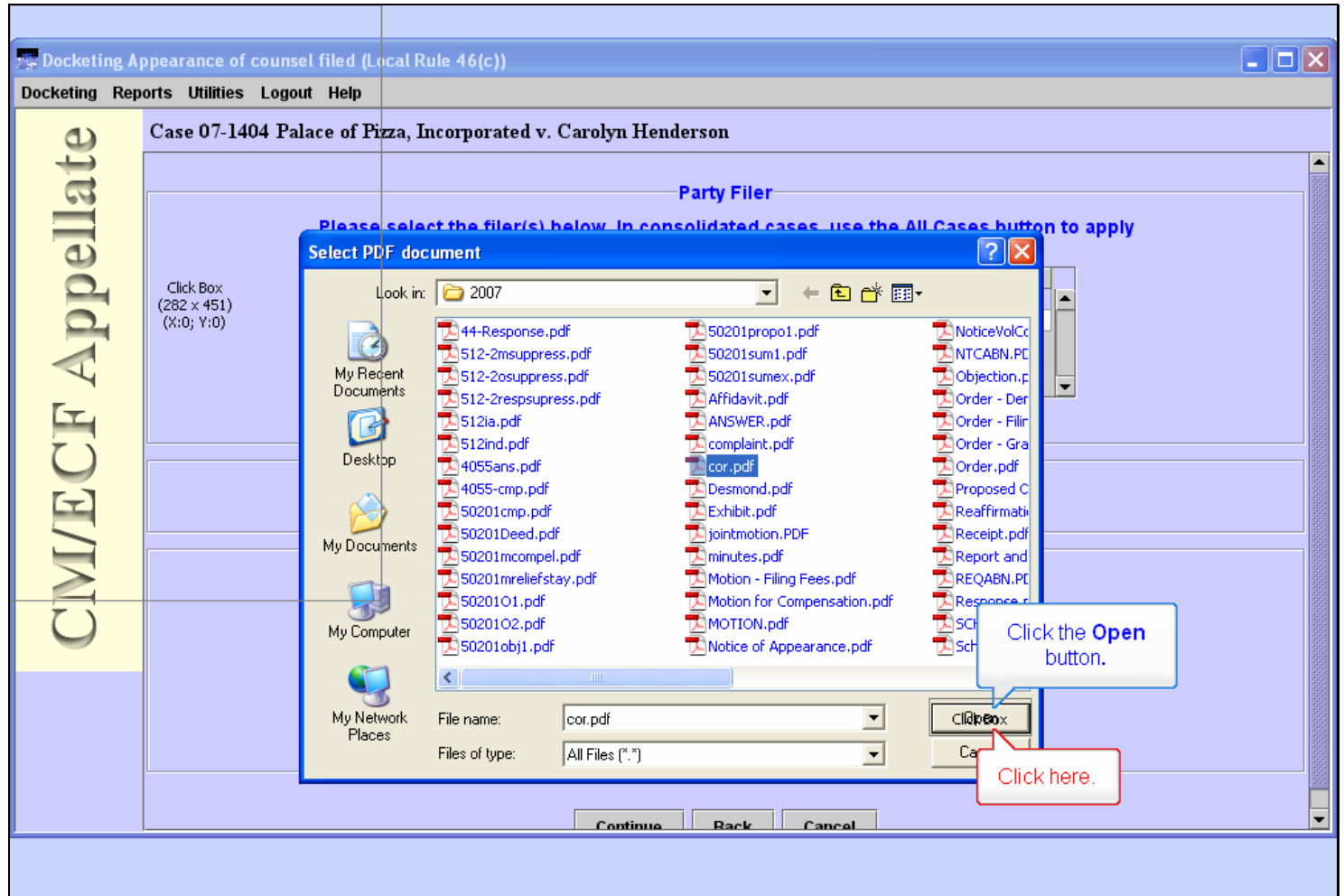
**REGISTRATION FOR E-MAIL NOTICING SYSTEM (FENS)**

You may register here to receive Court orders, opinions, and notices by e-mail, rather than U.S. Mail. For complete information on the FENS System, go to: <http://www.ca4.uscourts.gov/pdf/fensnoticeallcases.pdf>

## Slide notes

After you have verified that this is the correct document, you may close the Acrobat window by clicking its close button.

## Slide 29 - Slide 29



## Slide notes

Now that we know this is the correct appearance form, click the Open button.

## Slide 30 - Slide 30

**Docketing Appearance of counsel filed (Local Rule 46(c))**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/>	Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Click Box (282 x 451) (X:0; Y:0)

Display All Parties All Cases Select All Clear All

**Additional Information**

Name of Attorney:

John H. Attorney

**PDF Document**

Document: C:\CMECF\2007\cor.pdf Browse...

Add Another

Click the down arrow to scroll

Click here.

Continue Back Cancel

## Slide notes

CM/ECF fills in the path and file name of the document you are filing. If you had other documents, such as attachments, you could click the Add Another button and repeat the process for each PDF file.

Click the down arrow to scroll down a bit.

## Slide 31 - Slide 31

**Docketing Appearance of counsel filed (Local Rule 46(c))**

Docketing Reports Utilities Logout Help

**Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson**

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

**Additional Information**

Name of Attorney:  
John H. Attorney

**PDF Document**

Document: C:\CMECF\2007\cor.pdf Browse...

Add Another

Click the **Continue** button.

Click here.

Continue Back Cancel

## Slide notes

At the bottom of the screen are three buttons. You would click Continue to continue with this event, or click Back to back up to the previous screen in this event, or Cancel to cancel this transaction altogether. For this lesson, click the Continue button.



## Slide 32 - Slide 32

**Docketing Appearance of counsel filed (Local Rule 46(c))**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

**Additional Information**

Name of Attorney:  
John H. Attorney

**PDF Document**

Document: C:\CMECF\2007\cor.pdf Browse...

Add Another

Continue Back Cancel

## Slide notes

(Note: This is a transition slide.)

## Slide 33 - Slide 33

The screenshot displays the 'Docketing Appearance of counsel filed (Local Rule 46(c))' window. The main area shows 'Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson' under the 'Party Filer' section. A 'Docket Text' dialog box is open, displaying the text: 'APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn [07-1404]'. The dialog box has 'Continue', 'Back', and 'Add Another' buttons. A blue callout bubble points to the 'Continue' button with the text 'Click the Continue button.' A red callout bubble points to the 'Back' button with the text 'Click here.' The main window has a menu bar with 'Docketing', 'Reports', 'Utilities', 'Logout', and 'Help'. A vertical yellow banner on the left reads 'CM/ECF Appellate'. A 'Click Box (282 x 451) (X:0; Y:0)' is also visible.

## Slide notes

CM/ECF builds a docket entry as you go through the screens to file your document. This screen shows you the docket text it has created based on your inputs so far. If anything looks incorrect at this point, you should click the Back button to back up and correct any entries.

We will assume everything is correct, so click the Continue button.

## Slide 34 - Submit Docket Entry

The screenshot shows the 'Docketing Appearance of counsel filed (Local Rule 46(c))' window. The main area displays 'Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson' and 'Party Filer'. A message instructs the user to select the filer(s) below. An 'Event Review' dialog box is open, warning that pressing the SUBMIT button commits the transaction. The dialog box contains the text: 'APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson. [07-1404]'. Below this text are 'Submit' and 'Back' buttons. A 'Click Box (282 x 451) (X:0; Y:0)' is also visible. At the bottom of the main window are 'Continue', 'Back', and 'Cancel' buttons.

**Event Review**

**Attention!**  
Pressing the SUBMIT button on this screen commits this transaction.  
You will have no further opportunity to modify this transaction if you continue.

APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney  
for Carolyn Henderson. [07-1404]

Click the Submit button. Click here.

Submit Back

Continue Back Cancel

## Slide notes

This is the "point of no return". As the message indicates, once you click the Submit button on this screen, your transaction is then submitted to the court. You will have no further opportunity to back up and change anything. So be sure the text says what it should say.

Click Submit.

## Slide 35 - Slide 35

**Docketing Appearance of counsel filed (Local Rule 46(c))**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/>	Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

**Additional Information**

Name of Attorney:  
John H. Attorney

**PDF Document**

Document: C:\CMECF\2007\cor.pdf Browse...

Add Another

Continue Back Cancel

## Slide notes

(Note: This is a transition slide.)

## Slide 36 - Slide 36

**Click Box (282 x 451) (X:0; Y:0)**

**Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson**

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

**Event Docketed**

The docketed transaction has been completed.

Click here.

OK

Clear All

**Document**

Document: C:\CMECF\2007\cor.pdf Browse...

Add Another

Continue Back Cancel

## Slide notes

Once the CM/ECF server has received your transaction, you will see this dialog box indicating the docketed transaction has been completed. Click the OK button.

## Slide 37 - Slide 37

**Docketing Appearance of counsel filed (Local Rule 46(c))**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

**Additional Information**

Name of Attorney:  
John H. Attorney

**PDF Document**

Document: C:\CMECF\2007\cor.pdf Browse...

Add Another

Continue Back Cancel

## Slide notes

(Note: This is a transition slide.)

## Slide 38 - NDA

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Appearance of counsel filed (Local - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/004> Go

Click here.

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Click Box  
(282 x 451)  
(X:0; Y:0)

**Notice of Docket Activity**

The following transaction was filed on 10/23/2007

**Case Name:** Palace of Pizza, Incorporated v. Carolyn Henderson

**Case Number:** [07-1404](#)

**Document(s):** [Document\(s\)](#)

**Docket Text:**  
APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]

The following document(s) are associated with this transaction:

**Document Description:** Appearance of counsel filed (Local Rule 46(c))

**Original Filename:** cor.pdf

**Electronic Document Stamp:**  
[STAMP acecfStamp\_ID=1105645354 [Date=10/23/2007] [FileNumber=999016673-0]  
[3fab44f39c61309f7bb6c51427ff8d2561bb97bb6e1fcf1776e368d2b5e69a4bbb180b5ec89835ec647d657789f00edcb4d485fcf5402bf6b8db41c918f9cbcf5]

Internet

## Slide notes

The CM/ECF computer returns to you a Notice of Docket Activity, often called an NDA. This is your proof that the transaction was accepted by the court. It's a good practice to save a copy of this notice on your computer. To do that, click File in your browser's menu.

## Slide 39 - Slide 39

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Appearance of counsel filed (Local) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Go

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/004> Go

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United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/23/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:

APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]

The following document(s) are associated with this transaction:

Document Description: Appearance of counsel filed (Local Rule 46(c))

Original Filename: cor.pdf

Electronic Document Stamp:

[STAMP acecfStamp\_ID=1105645354 [Date=10/23/2007] [FileNumber=999016673-0]  
[3fab44f39c61309f7bb6c51427ff8d2561bb97bb6e1fcf1776e368d2b5e69a4bbb180b5ec89835ec647d657789f00edcb4d485fcf5402bf6b8db41c918f9cbcf5]

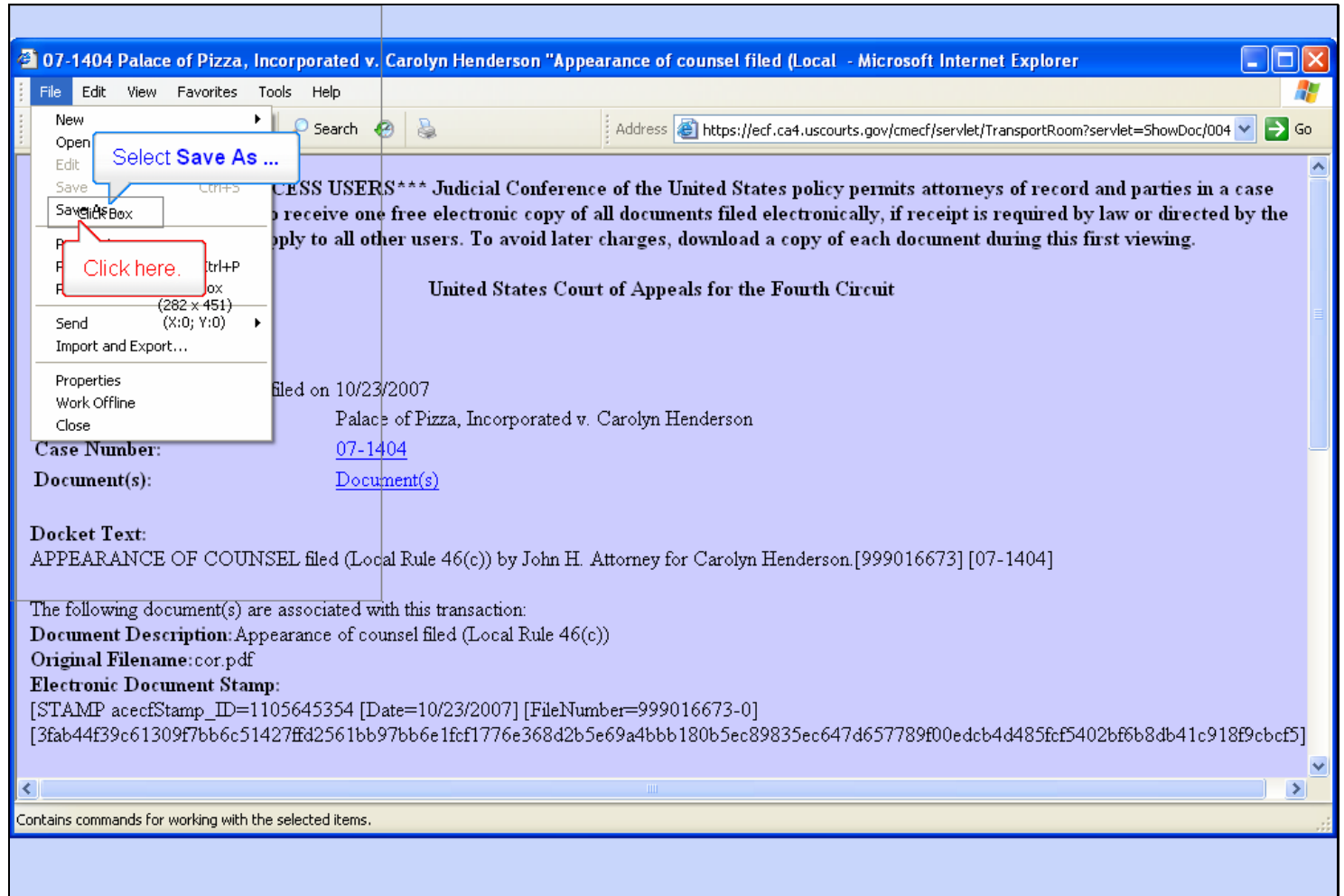
Internet

## Slide notes

(Note: This is a transition slide.)



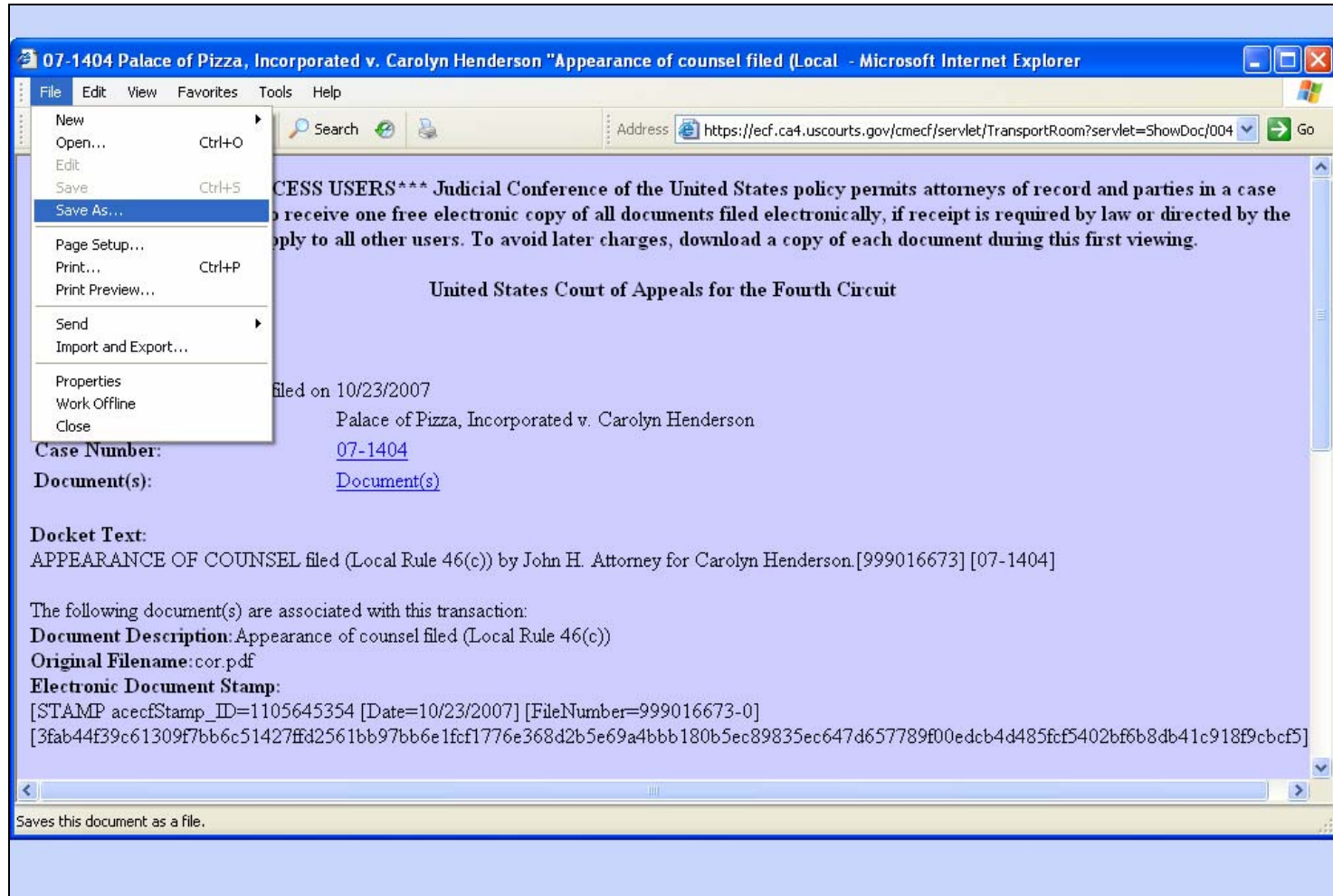
## Slide 40 - Slide 40



## Slide notes

From the drop-down menu, click Save As ...

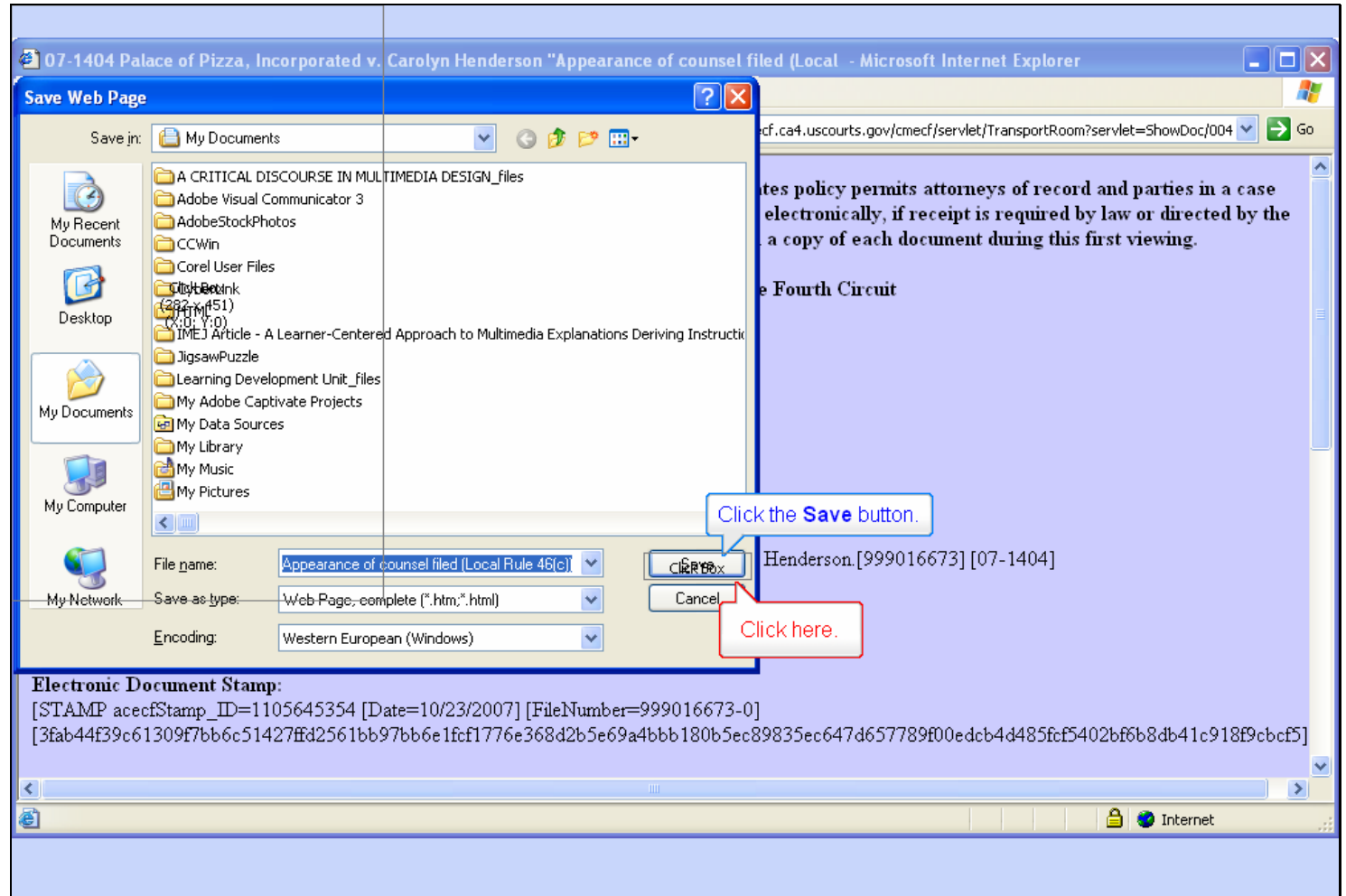
## Slide 41 - Slide 41



## Slide notes

(Note: This is a transition slide.)

## Slide 42 - Slide 42



## Slide notes

CM/ECF fills in the file name for you. You can change it if you want. Also, in this example our file will be saved in the My Documents folder, but you can change the Save in folder also if you want. We'll leave everything as is. Click the Save button.

## Slide 43 - Slide 43

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Appearance of counsel filed (Local - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/004> Go

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United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/23/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: 07-1404

Document(s): [Document\(s\)](#)

Docket Text:

APPEARANCE OF COUNSEL filed (Local Rule 46(c)) [99016673] [07-1404]

The following document(s) are associated with this transaction

Document Description: Appearance of counsel filed (Local Rule 46(c))

Original Filename: cor.pdf

Electronic Document Stamp:

[STAMP acecfStamp\_ID=1105645354 [Date=10/23/2007] [FileNumber=999016673-0]

[3fab44f39c61309f7bb6c51427ff8d2561bb97bb6e1fcf1776e368d2b5e69a4bbb180b5ec89835ec647d657789f00edcb4d485fcf5402bf6b8db41c918f9cbcf5]

Save Web Page

0% complete.

Cancel

## Slide notes

(Note: This is a transition slide.)

## Slide 44 - Slide 44

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Appearance of counsel filed (Local - Microsoft Internet Explorer)

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/004> Go

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Click Box  
(282 x 451)  
(X:0; Y:0)

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/23/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: 07-1404

Document(s): [Documents](#)

Docket Text:  
APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]

The following document(s) are associated with this transaction:

Document Description: Appearance of counsel filed (Local Rule 46(c))

Original Filename: cor.pdf

Electronic Document Stamp:  
[STAMP acecfStamp\_ID=1105645354 [Date=10/23/2007] [FileNumber=999016673-0]  
[3fab44f39c61309f7bb6c51427fd2561bb97bb6e1fcf1776e368d2b5e69a4bbb180b5ec89835ec647d657789f00edcb4d485fcf5402b6b68d641c91812c0c]

Click the down arrow to scroll down

Click here.

Internet

## Slide notes

Now that we have saved a copy of the NDA, let's take a closer look at it.

The notice includes the case name and the case number. The case number is a hyperlink to the docket report for this case. We'll look at the docket report in just a moment.

The notice also includes a hyperlink to the document or documents that were submitted with this docket entry. In this case it would be a hyperlink to the appearance of counsel form we just submitted.

The notice includes the docket text that was created by our filing, along with information about the document that was submitted.

To see the rest of the notice, click the down arrow in the scroll bar.

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Appearance of counsel filed (Local - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/004> Go

[STAMP acecfStamp\_ID=1105645354 [Date=10/23/2007] [FileNumber=999016673-0]  
[3fab44f39c61309f7bb6c51427ffd2561bb97bb6e1fcf1776e368d2b5e69a4bbb180b5ec89835ec647d657789f00edcb4d485fcf5402bf6b8db41c918f9cbcf5]

**Notice will be electronically mailed to:**

Attorney, John H. Click, Attorney: Suzanne\_Ruble@ca4.uscourts.gov, Beth\_Walton@ca4.uscourts.gov

**Notice will be mailed to:**

Jones, Robert Jerry, Jr.  
BOGUS ADDRESS  
111 No Address Street  
Richmond, VA 23219

Jamison, James P., III  
Law Offices of James P. Jamison  
1100 East Main Street  
Plumsville, VA 23219

Smithback, Jonas P.  
BOGUS ADDRESS  
111 No Address Street  
Richmond, VA 23219

The following information is for the use of court personnel:

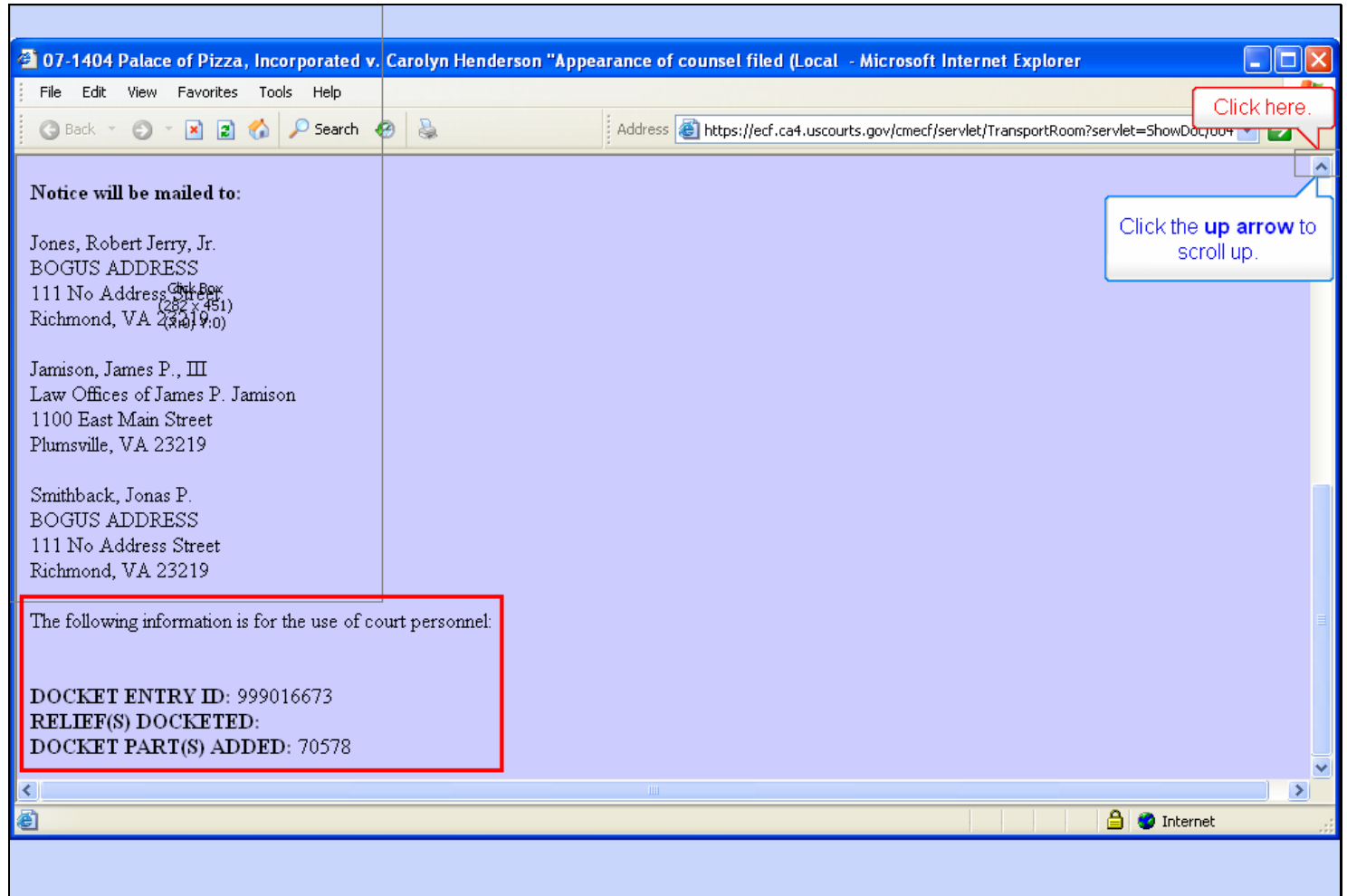
Click the down arrow to s Click here.

Internet

The bottom part of the notice indicates service information. First, it indicates who will receive notice electronically by E-mail. Then it indicates who will need to be noticed by normal mail.

Page 46 of 60

## Slide 46 - Slide 46



## Slide notes

The information at the bottom of the notice is for court personnel.

Click the up arrow to scroll back to the top of the notice.



## Slide 47 - Slide 47

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Appearance of counsel filed (Local - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc;004>

**Notice of Docket Activity**

The following transaction was filed on 10/23/2007

**Case Name:** Palace of Pizza, Incorporated v. Carolyn Henderson

**Case Number:** [07-1404](#)

**Document(s):** [Document\(s\)](#)

**Docket Text:**  
APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]

The following document(s) are associated with this transaction:

**Document Description:** Appearance of counsel filed (Local Rule 46(c))

**Original Filename:** cor.pdf

**Electronic Document Stamp:**  
[STAMP acecfStamp\_ID=1105645354 [Date=10/23/2007] [FileNumber=999016673-0]  
[3fab44f39c61309f7bb6c51427ff8d2561bb97bb6e1fcf1776e368d2b5e69a4bbb180b5ec89835ec647d657789f00edcb4d485fcf5402bf6b8db41c918f9cbcf5]

**Notice will be electronically mailed to:**

Attorney, John H., Attorney: Suzanne\_Ruble@ca4.uscourts.gov, Beth\_Walton@ca4.uscourts.gov

**Notice will be mailed to:**

Click here.

Click the up arrow to scroll up.

## Slide notes

Scroll up just a bit more.

## Slide 48 - View Docket Report

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Appearance of counsel filed (Local - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/004> Go

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Click Box  
(282 x 451)  
(X:0; Y:0)

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction(s) are associated with this case:

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:

APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]

The following document(s) are associated with this transaction:

Document Description: Appearance of counsel filed (Local Rule 46(c))

Original Filename: cor.pdf

Electronic Document Stamp:

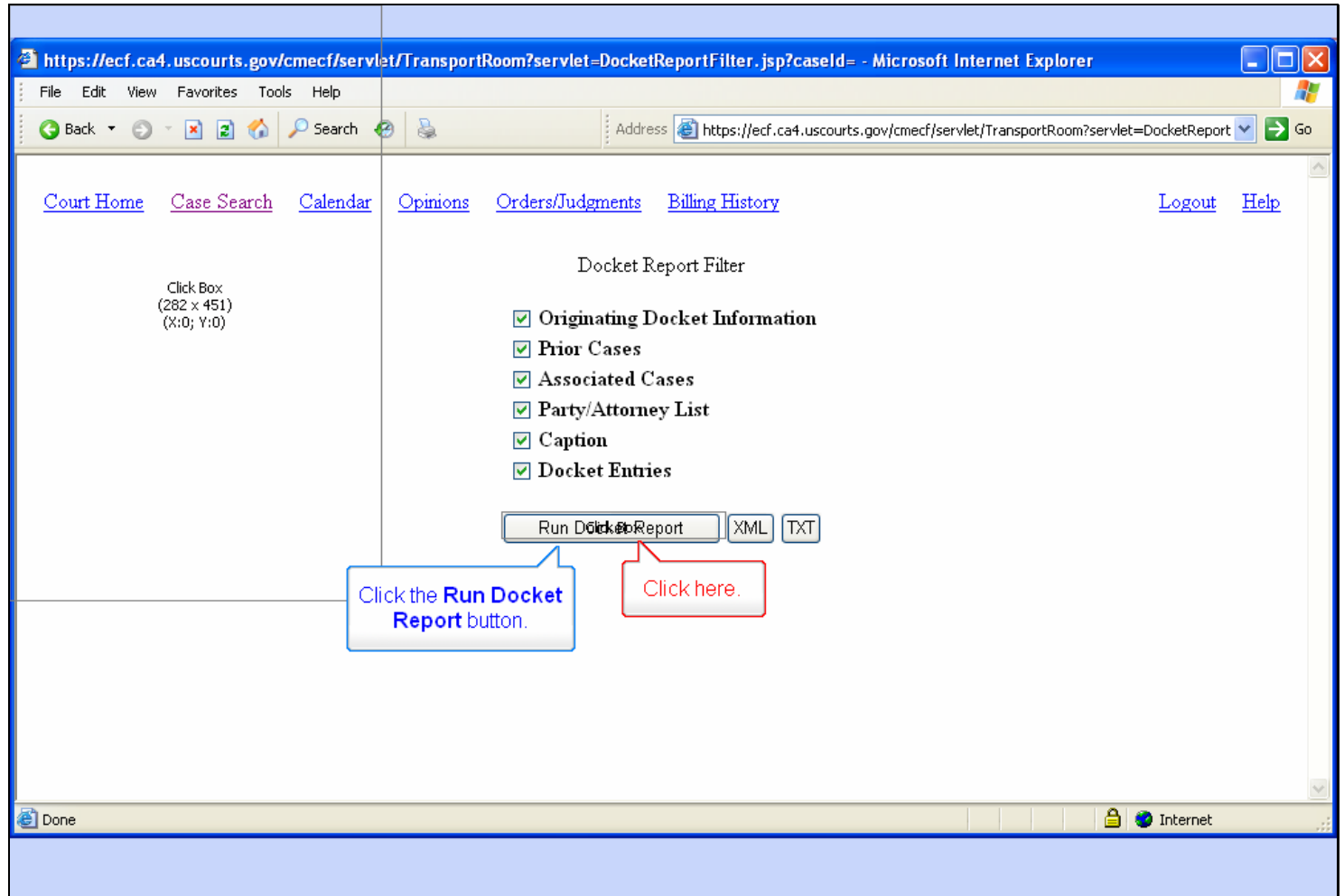
[STAMP acecfStamp\_ID=1105645354 [Date=10/23/2007] [FileNumber=999016673-0]  
[3fab44f39c61309f7bb6c51427ff8d2561bb97bb6e1fcf1776e368d2b5e69a4bbb180b5ec89835ec647d657789f00edcb4d485fcf5402bf6b8db41c918f9cbcf5]

Internet

## Slide notes

Remember the case number is a hyperlink to the docket report for this case. Let's see how that works. Click the case number hyperlink.

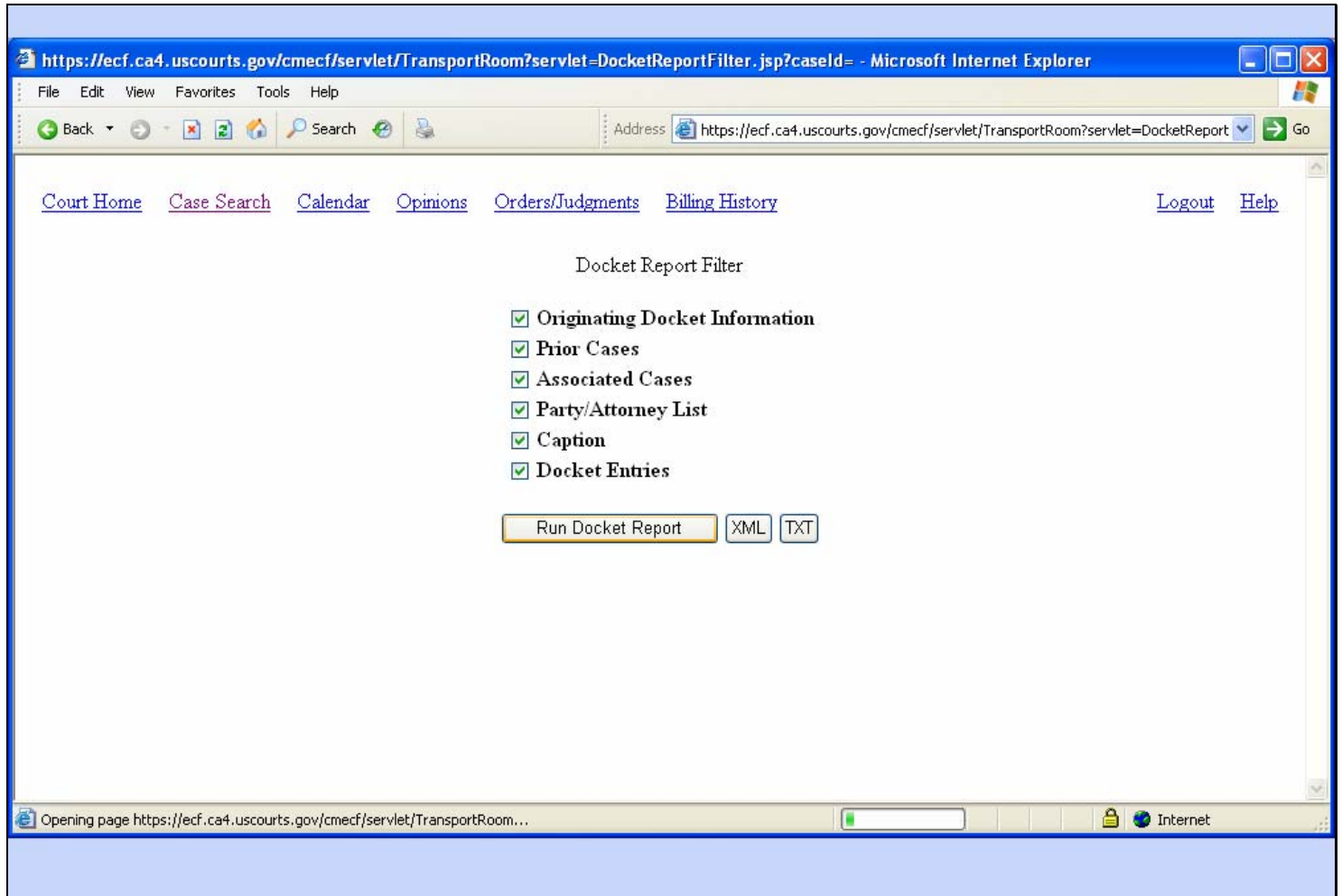
## Slide 49 - Slide 49



## Slide notes

CM/ECF offers you some choices about what to include or exclude from the docket report. Everything is selected by default. You would click the check box to de-select any item you don't want to include. We'll leave them all checked. Click the Run Docket Report button.

## Slide 50 - Slide 50



## Slide notes

(Note: This is a transition slide.)

## Slide 51 - Slide 51

07-1404 Docket - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom> Go

[Court Home](#) [Case Search](#) [Calendar](#) [Opinions](#) [Orders/Judgments](#) [Billing History](#) [XML](#) [TXT](#) [Logout](#) [Help](#)

Click Box  
(282 x 451)  
(X:0; Y:0)

**General Docket**  
**United States Court of Appeals for the Fourth Circuit**

**Court of Appeals Docket #:** 07-1404 **Docketed:** 04/19/2007

**Nature of Suit:** 3190 Other Contract Actions  
Palace of Pizza, Incorporated v. Carolyn Henderson  
**Appeal From:** United States District Court for the Eastern District of North Carolina at Raleigh

**Case Type Information:**

- 1) Civil Private
- 2) private
- 3) null

**Originating Court Information:**

**District:** 0417-5 : 4:06-cv-0056-CRT  
**Court Reporter:** Janet Leggett, Contract Court Reporter  
**Court Reporter:** Elizabeth Leonard, Official Court Reporter (Inactive)  
**Presiding Judge:** W. Earl Britt, Senior U. S. District Court Judge  
**Date Filed:** 01/04/2006  
**Date Order/Judgment:** 11/05/2006 **Date Order/Judgment EOD:** 11/05/2006 **Date NOA Filed:** 11/07/2006

**Prior Cases:**

Done Internet

Type **CTRL+End** to jump to the end of the report.

Try **CTRL-End** again.

## Slide notes

And the docket report is displayed.

Since the docket report is in chronological order, the docket entry we just submitted for the appearance of counsel form will be at the end of the report. To jump directly to the end of the report, you can use CTRL+End. This means to hold down the CTRL key on your keyboard, then tap the End key.

## Slide 52 - Slide 52

07-1404 Docket - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom>

05/21/2007 76 NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion for rehearing, motion for rehearing.

05/21/2007 77 RULE 5 NOTICE issued to Appellee Palace of Pizza, Incorporated requesting response to petition.

05/22/2007 78 MOTION filed by Appellant Carolyn Henderson to extend filing time for opening brief until 05/22/2007 Was opposing counsel informed of motion pursuant to Loc. R. 27(a)? N. Did opposing counsel consent to granting of motion? N. Date of service: 05/22/2007 [999001986]

05/22/2007 79 ORDER filed [999001987] granting motion to extend filing time [999001986-2] Copies to all parties... Copies to all parties.

05/23/2007 80 PETITION for rehearing and rehearing en banc filed by Carolyn Henderson.

05/23/2007 81 PETITION for rehearing and rehearing en banc filed by Carolyn Henderson.

05/24/2007 82 DOCKETING NOTICE issued. Initial forms due within 14 days.

10/23/2007 83 APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by Robert Jerry Jones Jr. for Palace of Pizza, Incorporated. [999016672][07-1404]

10/23/2007 84 APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]

**PACER Service Center**

**Transaction Receipt**

10/23/2007 16:34:39

<b>PACER Login:</b>	atl878	<b>Client Code:</b>	Henderson
<b>Description:</b>	Docket Report (filtered)	<b>Search Criteria:</b>	07-1404
<b>Billable Pages:</b>	6	<b>Cost:</b>	0.48

Close Report by clicking here.

## Slide notes

And now we're at the end of the report for our practice case. (Since this is a practice case the docket entries don't always make sense). The appearance of counsel form we just submitted is the last docket entry.

Notice also at the bottom of the report is a PACER Service Center Transaction Receipt, indicating the costs involved.

Like the Notice of Docket Activity, you could save or print of copy of this docket report if desired.

Close the docket report by clicking its close button.

## Slide 53 - Slide 53

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Appearance of counsel filed (Local - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?se>

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Click Box  
(282 x 451)  
(X:0; Y:0)

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/23/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:

APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]

The following document(s) are associated with this transaction:

Document Description: Appearance of counsel filed (Local Rule 46(c))

Original Filename: cor.pdf

Electronic Document Stamp:

[STAMP acecfStamp\_ID=1105645354 [Date=10/23/2007] [FileNumber=999016673-0]  
[3fab44f39c61309f7bb6c51427ff8d2561bb97bb6e1fcf1776e368d2b5e69a4bbb180b5ec89835ec647d657789f00edcb4d485fcf5402bf6b8db41c918f9cbcf5]

Close Docket clicking its X.

## Slide notes

And now close the NDA by clicking its close button.

## Slide 54 - Logout

**Docketing Please Select**

Docketing Reports Utilities **Logout** Help

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/23/2007

Click Box (282 x 451) (X:0; Y:0)

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

## Slide notes

And we're back to the Event Selection screen. If you had another document to file you could do so. We'll assume we're done.

You should remember to log out when you're done. To do so, click Logout in the CM/ECF main menu.



## Slide 55 - Slide 55

**Docketing Please Select**

Docketing Reports Utilities Logout Help

Case 07-1404 **Palace of Pizza, Incorporated v. Carolyn Henderson**

**Event Selection**

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/23/2007

Click Box (282 x 451) (X:0; Y:0)

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

## Slide notes

Now click Logout CM/ECF.

## Slide 56 - Slide 56

**Docketing Please Select**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

## Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/23/2007

Click Box (282 x 451) (X:0; Y:0)

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Partial

Next select an event:

- ☒ Please Select
- ☐ Local Rule 46(c))
- ☐ Local Rule 46(a))
- ☐ Type-volume limitations filed
- ☐ Filed
- ☐ Of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

## Slide notes

Confirm you want to log out by clicking the Yes button.

## Slide 57 - Slide 57

**Docketing Please Select**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

## Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/23/2007

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

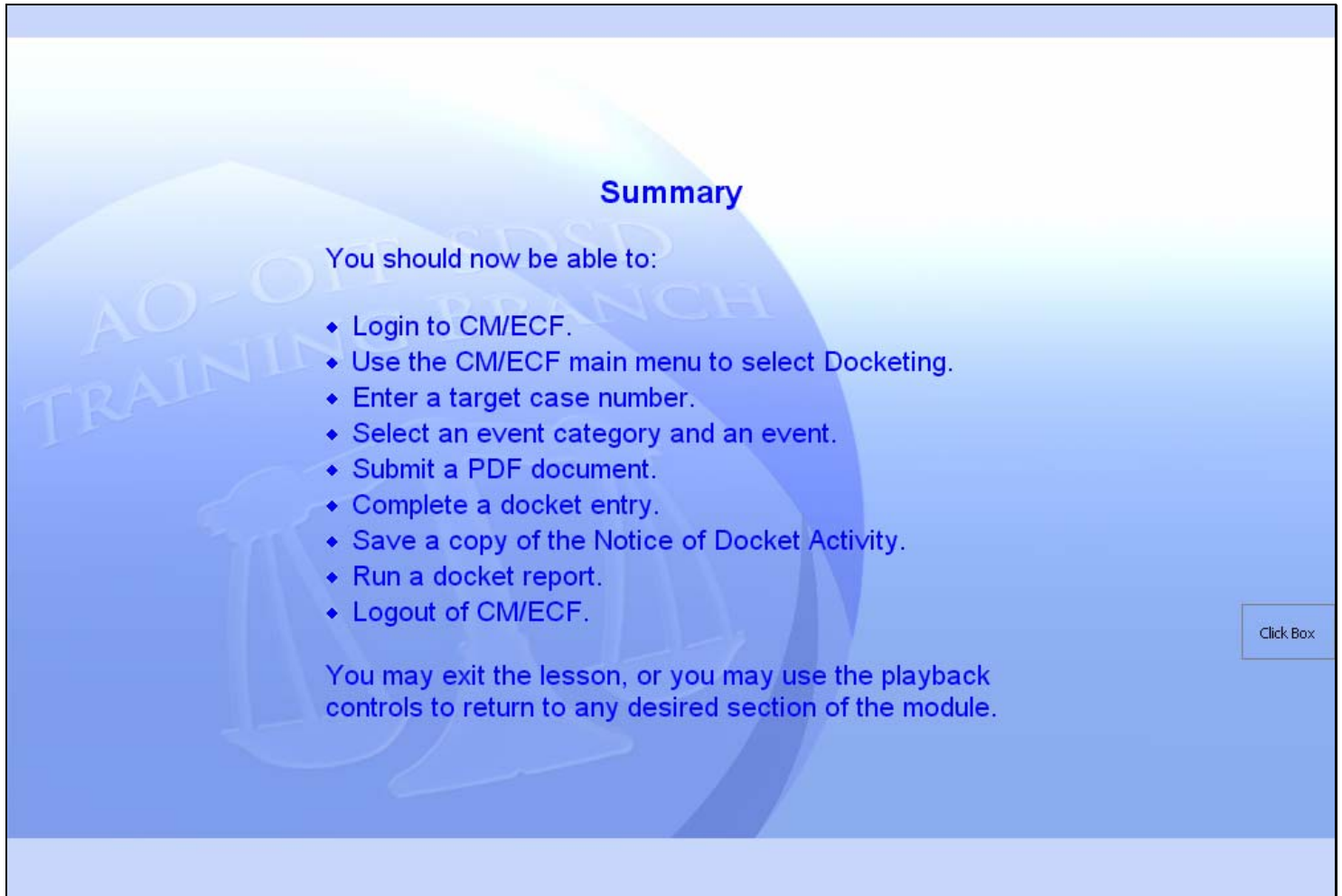
Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

## Slide notes

(Note: This is a transition slide.)

## Slide 58 - Summary

The slide has a blue gradient background with a faint watermark of a scale of justice and the text "AO-OPC TRAINING BRANCH". The title "Summary" is in blue. The text "You should now be able to:" is followed by a bulleted list of eight items. Below the list, it says "You may exit the lesson, or you may use the playback controls to return to any desired section of the module." A small "Click Box" button is on the right.

### Summary

You should now be able to:

- ◆ Login to CM/ECF.
- ◆ Use the CM/ECF main menu to select Docketing.
- ◆ Enter a target case number.
- ◆ Select an event category and an event.
- ◆ Submit a PDF document.
- ◆ Complete a docket entry.
- ◆ Save a copy of the Notice of Docket Activity.
- ◆ Run a docket report.
- ◆ Logout of CM/ECF.

You may exit the lesson, or you may use the playback controls to return to any desired section of the module.

Click Box

## Slide notes

This concludes the lesson on filing an Appearance of Counsel form. Before we go, let's summarize. You should now be able to do the things in this list. You may exit the lesson, or you may use the playback controls to return to any desired section of the module.

Slide 59 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.